

# NON-ACADEMIC CREDIT PRE-APPROVAL FORM



# FOR PARTICIPANTS IN INSTITUTES & WORKSHOPS

PERSONAL INFORMATION					
Name		Social Security Number			
Mailing Address	<b>.</b>	City		State	Zip Code
Home Phone Number	E-Mail Address				
ACTIVITY INFORMATION Prior to attending the institute or form and submit it to the Teache (2) weeks, you will receive notice	er Certification Office	e at the address	•		
Title of Institute or Workshop			Location	(city, state)	
Inclusive dates of activity			Estimated contact hours		
Sponsoring organization  Purpose or objective (please atta	ch agenda) of the In	stitute or Work	shop?		
	described above has t demic Credit.	peen pre-approve	ed by the	Teacher Cer	tification Office
The above activity has been pre-app	roved for	Non-Acade	mic Credi	ts.	
Administrator Signature		Date			
If denied, reason for denial:					

Phone: (907) 465-2831 Fax: (907) 465-2441 tcwebmail@alaska.gov



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Name	Social Security Number
PARTICIPANT INFORMATION	
After completion of the Institute or Workshop, if approved, t	the participant must submit:
<ol> <li>A written report which summarizes the activity and institute or workshop. The report must clearly state t value of the activity in relation to the participant's test.</li> <li>A copy of the completed Non-Academic Credit Pre-a Teacher Certification Office.</li> </ol>	the strengths, weaknesses, and educational aching assignment.
3. The fee for each non-academic credit is \$50.	
 Deadline	
FINAL CREDIT APPROVAL	
Your participation at the activity has been approved by the Teacher	er Certification Office for non-academic credit:
☐ Yes ☐ No	
You have been granted non-academic credit(s	5).
Administrator Signature	 Date

## **FEE SCHEDULE & ONLINE PAYMENT CENTER RECEIPT**

The fee for each Non-Academic credit awarded is \$50. You may pay with a credit card via the EED Online Payment Center, with a cashier's check or money order (payable to EED). Fees are non-refundable. **Personal checks will not be accepted.** 

If paid for via the Online Payment Center (<a href="https://education.alaska.gov/TeacherCertification/PaymentCenter">https://education.alaska.gov/TeacherCertification/PaymentCenter</a>), you must include the EED Payment receipt with your application.

#### **SUBMIT YOUR APPLICATION**

Mail, scan or fax a single application packet with all of the required information to the Teacher Education & Certification Office via the contact information below:

Teacher Certification 801 W 10th Street, Suite 200 PO Box 110500 Juneau, AK 99811-0500 (907) 465-2831 (907) 465-2441 (fax) http://education.alaska.gov/TeacherCertification/

Phone: (907) 465-2831 Fax: (907) 465-2441 tcwebmail@alaska.gov